

FILE #

DD/S 66-6697

MEMORANDUM FOR: Chief, Regulations Control Branch

SUBJECT : Headquarters Notice

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The Deputy Director for Support approved the changes
proposed in the Office of Logistics revised paragraph 2 of HN
but suggested mentioning in it the revised standards issued by GSA.
The attached revision (dated 20 December 1966) is, therefore,
proposed for publication.

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Executive Officer to the
Deputy Director for Support

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Att

cc:D/Log

DSPA/DDS:SWR:sm (21 Dec 66)

Distribution:

Orig - Adse w/att

1 - D/Log w/att w orig & 4 cys of DD/S 66-6652

- DD/S Subject w/att + 4 cys of 66-6652

1 - DD/S Chrono w/o att, w/cys of 66-6652

1 - SPA w/att

DD/S 66-6652: Memo, ^{untitled} for DD/S frm AD/Log, subj: Use Standards for
Office Furniture approved by DD/S 16 Dec 66

HN
(Revised 20 Dec 66)

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2. CLASS A EXECUTIVE FURNITURE AND FURNISHINGS

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HR requires that requests for Class A executive furniture, rugs, carpeting, and draperies be justified in terms of operational necessity and that each request be signed by the Deputy Director or Head of Independent Office concerned and approved by the Deputy Director for Support. The General Services Administration has now issued Temporary Regulation E-6, further restricting the use of executive furniture. The revised standards which apply to all executive agencies of government specify that requests for issues of executive furniture from stock will be considered only for personnel in grade GS-18 and above. Requirements for grade GS-16 and 17 which are determined to be essential will be satisfied by redistribution of available assets within the specific Directorates, and under the auspices of the Executive Officer of the applicable Directorate.

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